## SAMPLE Letter to accompany supervision agreement

**<Business Name and ACN or ABN>**

<Date>

<Name and Address details>

Dear <Name>

Thank you for considering me as your professional supervisor.

Please find attached a draft Agreement for Professional Supervision and a link to the AHA Code of Ethics and Conduct which I practice by. The industry standard is one (1) hour of professional supervision for every 20 hours of client contact time. This may be inadequate for a new supervisee. Depending on your experience and whether your practice is young and not established, you may wish to have a ratio of ten hours of client contact time to one hour of professional supervision.

The minimum requirement of supervision required by the AHA is 12 hours of one-to-one supervision for new Graduates per year.

Once we have both agreed to this agreement, we can discuss appointment times if the I have suggested is not practical. After you have read the agreement, and if you are happy with it, please sign and return the professional supervisor’s copy. If there is anything in this agreement that you wish to discuss prior to formalising the service, please contact me and we can re-write the agreement to suit your preferences.

Your practice may still be evolving and if so you may not have sufficient clients to warrant a permanent window for professional supervision. If this is the case, I suggest that professional supervision take place on an as-needed basis. Simply contact me at least one week prior to your needing professional supervision and we can discuss an appointment at the time.

I look forward to developing our professional relationship and helping you with your hypnotherapy practice.

Kind / warm regards,

<Name>

<qualifications and memberships>